

# Development Intelligence Lab.

**Position Description**  
**Project Assistant**

January 2022

# Position Description | Project Assistant

Approved 17 January 2021

## One | The Essentials.

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<b>Employment status:</b>	12-month contract, with potential for extension
<b>Reports to:</b>	Production Manager
<b>Part time/full time:</b>	0.4 - 0.6 FTE, with flexible hours suited to candidate
<b>Salary:</b>	\$60,000 per annum (including superannuation)
<b>Location:</b>	Canberra   Office + home-based where required
<b>How to apply:</b>	CV + Cover Letter to <a href="mailto:hello@devintelligencelab.com">hello@devintelligencelab.com</a>
<b>Expected start:</b>	As soon as practical
<b>Our vibe in four words:</b>	Integrity   Clarity   Ambition   Insight

## Two | About Development Intelligence Lab.

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The Lab is a start-up working on development cooperation in the Indo-Pacific.

Our Vision is an Indo-Pacific where modern development cooperation is informed by inspired leadership, innovative ideas and robust debate. Our Mission is to inject modern development insights into Indo-Pacific leadership and strategy. We do this by cutting through the noise.

We curate, sense-make and elevate Indo-Pacific insights and deliver them to those who need them. Ultimately, we want to be the premier link between Indo-Pacific peace, development and security insights, and those in the tough business of making decisions that affect lives.

## Three | Position Overview.

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The primary purpose of this position is to support The Lab to implement its programme of activities over the coming years and assist in the day-to-day running of the organisation.

The Project Assistant will report to the Production Manager and work closely with The Lab's CEO and our valued contractors, investors and vendors. You will provide reliable support across communications, logistics, finance, and business administration.

## Four | Position Responsibilities.

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Under the general direction of the Production Manager, the Project Assistant will:

1. **Act as the first point of contact**, including responding to enquiries and drafting general correspondence and related material.
2. **Provide professional support** with logistics, running and administration of events and publications, including speaker and participant liaison, venue booking, audio-visual arrangements, catering and rsvp coordination. Assist in the preparation of related collateral as required.
3. **Provide administration support** to ensure the effective delivery of governance, reporting, and human resources materials and activities.
4. **Provide communications support** including drafting and scheduling of public-facing material, such as social media and website content.
5. **Perform other duties as directed**, consistent with general expectations of the role.

## Five | Recipe for Success.

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At the Lab, we understand that high performance comes in all shapes and sizes. You should have a few of the following attributes:

- Well-developed written and oral communication skills and the ability to liaise effectively with stakeholders
- Experience providing administrative support and improving the business operations of a small organisation
- Strong digital and communications skills – these could be across Office, Adobe, or particular skills in social media, publishing, email crafting and communications strategy
- Proven ability to work flexibly, show initiative, and work with minimum supervision when required
- A love of trying new things, experimenting, and adapting to feedback
- Demonstrated interest in international development and Government policy making

A working relationship is a two-way street. You can expect the following from us at The Lab:

- A lifestyle-friendly workplace
- Flexible work arrangements
- Exposure to dynamic people, ideas and ways of working
- Support for you to realise your career ambitions

## Six | How to Apply.

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Email your CV and cover letter to [hello@devintelligencelab.com](mailto:hello@devintelligencelab.com) by 13 February 2022.

Your CV should include a short personal profile summary (half a page maximum).

## **Seven | Diversity and Inclusion.**

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Development Intelligence Lab is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

The Lab strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, religion, colour, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship or any other protected classification under applicable federal, state, or local laws.

In addition, the Lab complies with the relevant country laws governing employment non-discrimination in all our organisation.

## **Eight | Questions.**

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Have any questions? Drop us a line at [hello@devintelligencelab.com](mailto:hello@devintelligencelab.com).

Development  
Intelligence  
Lab.